Getting Started with Libby.

What it is for:

eBooks, Audiobooks, Magazines

What you need:

- *Greenwich Library card number*
- *PIN number*

Setup:

1. **Install the free Libby** app from the Apple App store (iPhone/iPad) or Google Play store (Samsung, Android Devices). To use Libby on a computer desktop, go to Libbyapp.com/library/greenwich

2. Answer "*Yes*" to the question "*do you have a library card?*"

3. Tap "*I'll Search for a Library*" and enter "*06830*" and tap on "*Greenwich Library*"

4. Tap "*Enter Library Account Details*"

5. **Enter your Library Card Number** (no spaces, typically 14 digits beginning in 21117)

6. **Enter your Library Card PIN** (4-digit number) and press "sign in"

7. Tap "*Next*" when you see a copy of your library card.

Browsing and Borrowing:

- **To locate a specific title or author**, tap the magnifying glass icon in the lower-left corner of the screen.

- **To browse**, tap the library icon on the bottom of the screen and scroll down to look at the lists of popular and featured categories. Tap on whatever interests you or tap on the menu icon in the upper-left corner and refine your selection preferences, then tap "*Show Titles*" at top of screen.

- Once you find an available title, tap "*Borrow*" to the right of its image. (If all the copies of the title are checked out, you'll see "*Place Hold*" instead of "*Borrow*" to the right of the image.)

- At this time, you can change the loan period by tapping on the loan period above "*Borrow*"

- After you confirm your checkout, you can choose to **Open Book, Keep Browsing** or **Go to Shelf.**

- At any time, you can get back to the library's collection by tapping the **library icon** in the lower left corner of the screen or get back to your checked-out items by tapping the **shelf icon** in the lower right corner of the screen.

Managing your Shelf:

- From your **Shelf**, you can access your **Loans, Holds, Timeline, Notices** and **Actions.**

- By default, Libby downloads all your loans so that you can read or listen to them when you're offline. Downloads are paused when you are not connected to Wi-Fi. You can adjust these defaults in **Actions** on the upper right corner of your **Shelf** page (app only).

- Tap "Manage Loan" on your **Loans** page to see other available options for that title, such as **Due Date, Renew Loan, Return Early.**

Opening and Reading/Listening:

- To read your eBook, tap **Read With...** and choose **Libby** or **Kindle.** If you choose Libby, the book will automatically open in the app. If you choose to read on Kindle you'll be taken to the Amazon's page, where you'll be asked to "Get the Library Book".

- To begin listening to your audiobook, tap **Open Audiobook** and then press the play button ▶

Loan Limits and Periods:

- *Up to 20 checkouts and 20 holds*
- *7, 14 or 21 days*

Automatic returns, no late fees